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ABSTRACT

The Maternal Child Health Program Interchange series is intended to promote the cooperative exchange of information about program ideas, activities, and materials. This issue of the Interchange provides information about selected materials and publications related to the health and safety of infants and young children in child care settings. The issue consists of annotations of selected materials on the following topics: general health and safety, training materials, children with special health needs, standards and licensing, and policy formation and funding. The training materials cover general concerns, family child care, infection control, nutrition and oral health, and injury prevention. An order form for selected materials is included. (AP)

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# MCH Program Interchange

## *Focus on Health and Safety in Child Care*

*January 1994*

PS 022824

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# MCH PROGRAM INTERCHANGE
## *Focus on Health and Safety in Child Care*
## *January 1994*

The *MCH Program Interchange* has been developed by the National Center for Education in Maternal and Child Health (NCEMCH) with support from the Maternal and Child Health Bureau, U.S. Department of Health and Human Services. Designed to promote the cooperative exchange of information about program ideas, activities, and materials among the Title V community, the Interchange provides information about selected materials and publications related to MCH which have been developed by or are available from federal agencies, state and local public health agencies, and voluntary and professional organizations. The materials cited in the Interchange have been incorporated into the MCH Reference Collection at NCEMCH. All items in the Reference Collection are available for loan to those involved in Title V programs, or copies of listed materials can be requested directly from the contributing organizations and agencies. When ordering materials from the National Maternal and Child Health Clearinghouse, refer to the Inventory Code (Inv. Code) number located with the contact information. Inclusion of items in the Interchange does not imply endorsement by the Maternal and Child Health Bureau or NCEMCH. **States are encouraged to duplicate the Interchange for sharing with other individuals and agencies within the state.**

This issue of the *MCH Program Interchange* is currently available through the MCH-NET telecommunications system on a pilot basis.

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## MCH Program Interchange

UPCOMING TOPICS*

Low Literacy Materials

General Maternal and Child Health

** NCEMCH welcomes your suggestions for future focus topics.*

NCEMCH is interested in receiving copies of materials related to these focus topics as well as materials related to other areas of maternal and child health services, including services for children with special health care needs. Materials which would be useful in program development and evaluation, such as tools for needs assessment, policy statements, guidelines and standards, record formats, and special reports, are especially welcome. If you have any materials which you think might be of interest and help to colleagues, please forward *two* copies to NCEMCH at the address noted below.

MCH Program Interchange Editor
National Center for Education in Maternal and Child Health
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The mission of the National Center for Education in Maternal and Child Health (NCEMCH) is to promote and improve the health, education, and well-being of children and families by providing a national focus for the collection, development, and dissemination of information and educational materials on maternal and child health; and collaborating with public agencies, voluntary and professional organizations, research and training programs, policy centers, and others to advance education and program and policy development. NCEMCH was established in 1982 at Georgetown University within the Department of Obstetrics and Gynecology. NCEMCH is funded primarily by the U.S. Department of Health and Human Services through its Maternal and Child Health Bureau.

***This issue of the* MCH Program Interchange *provides information about selected materials and publications related to child care settings. The information can be used to improve health and safety in child care programs.***

**From the desk of Phyllis E. Stubbs, M.D., M.P.H.**
**Chief, Infant and Child Health Branch**
**Maternal and Child Health Bureau**

Promoting the health and safety of infants and young children in child care settings has been a longstanding Maternal and Child Health Bureau (MCHB) priority. Since 1984, MCHB has supported Maternal and Child Health Improvement Projects (MCHIPs) addressing health status improvement for children in out-of-home care settings. These activities produced several important products that continue to be in use today.

In 1987, MCHB awarded a grant to the American Academy of Pediatrics (AAP) and the American Public Health Association (APHA) for the development of National Health and Safety Performance Standards in Out-of-Home Child Care Programs. The final product from this four-year grant was published in March 1992 as *Caring For Our Children: National Health and Safety Performance Standards—Guidelines for Out-of-Home Child Care Programs.*

MCHB funded this publication as part of our role as a federal agency to support the development of new knowledge in the field of health and safety in child care. We see this document as a resource that can be used by policymakers, state licensing and regulatory agencies, state MCH programs, child care health consultants, providers, advocates, and parents.

To enhance implementation of the standards, MCHB supported MCHIP priorities in 1991 and 1992 to assist states in developing and strengthening health and safety standards for child care settings. Five grants have been awarded that support child care health and safety programs in New York, California, Illinois, Utah, Florida, Louisiana, Idaho, Kansas, Oklahoma, and Oregon.

The National Resource Center for Health and Safety in Child Care was established in February 1993 at the National Center for Education in Maternal and Child Health (NCEMCH) at Georgetown University by the Maternal and Child Health Bureau (MCHB) of the U.S. Department of Health and Human Services. The National Resource Center will support the activities of other MCHB-funded projects on child care, providing leadership and focus on a national

level. The overall mission of the National Resource Center is to enhance the quality of child care by supporting state health and licensing agencies, child care providers, health care professionals, parents, and child advocates in promoting health and safety in child care settings. To achieve this goal the National Resource Center will provide four primary types of services: information services, including computerized data-bases and a broad collection of reference materials; training and technical assistance to support regional, state and local initiatives; conferences and workshops to share knowledge and develop networks; and development and dissemination of resource materials.

In FY 1993 the Bureau's MCHIP child care priority focus was directed to the health and safety of children in family child care. The purpose of these grants was to develop innovative approaches that support, promote, implement and/or strengthen the health and safety standards for family child care homes. Two 3-year grants were awarded under this priority to the Center for Health Training in San Francisco and the Family Child Care Health and Safety Project in Atlanta.

As infants and young children continue to spend significant amounts of time in out-of-home care settings, initiatives to promote the health and safety of children in child care settings will continue to be a Maternal and Child Health Bureau priority.

## GENERAL HEALTH AND SAFETY

*Aronson, S.* (1991). **Health and safety in childcare.** New York, NY: HarperCollins. 246 pp.

*Contact:* College Customer Service, HarperCollins Publishers, 1900 Eastlake Avenue, Glenview, IL 60025. Telephone: (800) 782-2665. $30.50 plus $3.00 shipping/handling.

This textbook is targeted to assist child care professionals and students of early childhood education in acquiring information to manage health and safety issues in child care settings. Topics discussed include general health, nutrition, playground safety, infectious disease, managing illness in the child care setting, and child abuse. Suggested activities are listed as a guide to instructors who are using the book as a course text. The appendices include practical guides and forms to be used by child care providers.

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*Boguslawski, D. B., Coakley, B., and Kopp, M.* (1991). **Guide for establishing and operating day care centers for young children (revised edition).** Washington, DC: Child Welfare League of America. 119 pp.

*Contact:* Child Welfare League of America, P.O. Box 7816, 300 Raritan Center Parkway, Edison, NJ 08818-7816. Telephone: (908) 225-1900; fax (908) 417-0482. $14.95.

This book examines the following child care topics: licensing; starting a program; costs; administration; housing (facilities planning); equipment; staff; activities; health, hygiene, and safety; and relationships between parents and child care center staff. Appendices list suggested furnishings, equipment and supplies, suggested readings, and organizations that have resource materials on child care centers and programs for young children.

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*Bureau of National Affairs.* (1992). **Expecting the unexpected: Sick and emergency child care.** Rockville, MD: Bureau of National Affairs. 32 pp. (BNA special report series on work and family; Special report 53)

*Contact:* Customer Service Center, Bureau of National Affairs, 9435 Key West Avenue, Rockville, MD 20850. Telephone: (800) 372-1033. $40.00 (multicopy discounts available). BSP-238.

This report focuses on the growing interest of businesses in child care for employees whose regular child care arrangements have fallen through or whose children are ill. Care may be provided in their own homes or in special rooms of stand-alone facilities. Employers may provide back-up care, occasional care or get-well care, or they may join consortia that provide the care. The report defines the different types of care, discusses licensing and regulations, and describes several corporate programs.

*California Child Care Health Project.* (1993). **Health and Safety Notes.** California Child Care Health Project. 9 pp.

*Contact:* Marsha Sherman, California Child Care Standards Project, San Diego State University, 1212 Broadway, Suite 830, Oakland, CA 94612. Telephone: (510) 839-1195; fax (510) 834-3741. Postage and handling charge.

This series of information sheets includes the topics of universal precautions in the child care setting; notification to parents regarding children's exposure to communicable disease; exclusion guidelines for ill children in the child care setting; recommendations for cleaning, sanitizing, and disinfecting in the child care setting; and food safety. Each topic is addressed in a separate information sheet and all are reproducible for publication in newsletters or distribution to staff and parents. [MCHB-funded project]

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*Ford, E. A. (Comp.).* (1991). **Goal One resource directory.** Washington, DC: National Association for the Education of Young Children. 101 pp.

*Contact:* Elizabeth A. Ford, National Association for the Education of Young Children, 1509 16th Street, N.W., Washington, DC 20036-1426. Telephone: (202) 232-8777 or (800) 424-2460; fax (202) 328-1846. Available at no charge.

This directory lists comprehensive, community-based programs for promoting overall health of infants and young children, with the aim of meeting the first national education goal: "All children will enter school ready to learn." Each one-page program description identifies the population served and the funding source, gives contact information, and describes the program's operation and effectiveness. The listings are in alphabetical order by state. There is an index of program names, a list of resource groups, and a short bibliography. The directory is the first step in the NAEYC GOAL ONE Project, funded by the W. K. Kellogg Foundation.

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*Head Start Health Coordinators' Task Force.* (1990). **Head Start Health Coordinators' Task Force report.** Washington. DC: National Center for Education in Maternal and Child Health. 57 pp.

*Contact:* National Maternal and Child Health Clearinghouse, 8201 Greensboro Drive, Suite 600, McLean, VA 22102. Telephone: (703) 821-8955, ext. 254; fax (703) 821-2098. Available at no charge. NMCHC inv. code F016.

The Head Start Health Coordinators' Task Force (HCTF) presents its recommendations to strengthen the organization's health component. The three objectives were to: support competency in the performance of all health staff, integrate health into all Head Start program components, and measure the quality of the health component. The recommendations are followed by the names and addresses of the

HCTF; appendices that list job descriptions for nutrition, health, and mental health specialists; and an appendix that lists educational preparation requirements for the health coordinator. [MCHB-funded project]

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*Mangu, P. (Ed.).* (1991). **1990 Head Start Health Institute proceedings.** Washington, DC: National Center for Education in Maternal and Child Health. 157 pp.

*Contact:* National Maternal and Child Health Clearinghouse, 8201 Greensboro Drive, Suite 600, McLean, VA 22102. Telephone: (703) 821-8955, ext. 254; fax (703) 821-2098. Available at no charge. NMCHC inv. code E003.

These are the proceedings of the 1990 Head Start Training Institute. The proceedings are divided (1) highlights of the plenary speeches, (2) summaries of the regional roundtable discussion sessions, and (3) brief reviews of the 90 workshops. The two appendices contain the evaluation results for the institute, and a list of the facilitators, speakers, and planners. [MCHB-funded project]

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*McCracken, J. B. (Ed.). (1992).* **Pediatricians, families, and child care.** *Chicago, IL: Johnson and Johnson Consumer Prod*ucts. 85 pp. (Pediatric Round Table; Number 15)

*Contact:* Johnson and Johnson Consumer Products, P.O. Box 71687, Chicago, IL 60694. Telephone: (800) 526-3967. $10.00, prepayment required.

This report provides an overview of the Symposium on Day Care for Children held October, 1991 in Arlington, Virginia. An introduction reviews the status of child care in America. The first part examines the impact of quality child care on families and their employers, on children, and on families and children with special health needs. The second part considers the pediatrician's role in child care, including providing support for families who rely on child care, advocating for standards to protect children, and influencing public policy. The third part provides suggested advocacy activities for pediatricians.

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*Modigliani, K., and Dunleavey, M. P.* (1990). **Assessing the quality of family child care: A comparison of five instruments.** Boston, MA: Family Day Care Project, Wheelock College. 24 pp.

*Contact:* Kathy Modigliani, Family Child Care Project, Wheelock College, 200 The Riverway, Boston, MA 02215. Telephone: (617) 734-5200, ext. 291. $8.50 including shipping; prepayment required.

This handbook compares five well-known instruments for assessing the quality of family child care. Accreditation enables employers, resource and referral agencies, communities, and states to recognize family child care providers who offer quality child care. This study compares the Child Development Associate Competency

Standards (CDA); the National Association for Family Day Care Assessment Profile (NAFDC); the Child Care Partnership of Dallas Family Day Care Home Observation Instrument; the Louise Child Care Scale for Evaluating Home-Based Day Care; the Harms-Clifford Family Day Care Rating Scale (FDCRS). Each instrument is presented with an overview; procedures and fees; content analysis; pros and cons including interviews with persons who have extensive experience with one or more of the instruments; and issues and recommendations.

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*National Association for the Education of Young Children Information Services.* (1989). **Child care and ill children and healthy child care practices.** Washington, DC: National Association for the Education of Young Children. 27 pp. (An NAEYC resource guide)

*Contact:* National Association for the Education of Young Children, 1509 16th Street, N.W., Washington, DC 20036-1426. Telephone: (800) 424-2460 or (202) 232-8777; fax (202) 328-1846. $5.00; no shipping/handling charge for orders under $20.00.

This resource guide lists organizations, programs, individuals, and publications on two related topics: children's health in child care settings and the care of ill children. Resources for state standards for the care of mildly ill children are given, and the text of the American Academy of Pediatrics and the American Public Health Association guidelines are included.

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*National Council of Jewish Women, Center for the Child.* (1991). **Highlights of the NCJW National Family Day Care Project.** New York, NY: National Council of Jewish Women Center for the Child. 19 pp.

*Contact:* National Council of Jewish Women Center for the Child, 53 West 23rd Street, New York, NY 10010. Telephone: (212) 645-4048; fax (212) 645-7466. $1.00.

This report describes the accomplishments of a four-year initiative that created and supported demonstration projects for community-based organizations to ensure the availability of high quality family child care, using a partnership model that can be replicated in other communities. The report discusses working with advisors and partners, presents case studies of projects, and lists project publications. The projects focused on four areas related to family child care: (1) increasing the supply; (2) developing resources to help providers succeed; (3) encouraging legal operation; and (4) organizing community education campaigns.

*National Health/Education Consortium.* (1993). **Help me learn, help me grow: A parent information project of the National Health/Education Consortium.** Washington, DC: National Health/Education Consortium. 2 pp.

*Contact:* National Health/Education Consortium Parent Information Project, c/o Institute for Educational Leadership, 1001 Connecticut Ave, Suite 310, Washington, DC 20036. Telephone: (202) 822-8405. Materials are provided at cost, plus shipping/handling charges.

This flyer and price list introduce a multimedia project entitled Help Me Learn, Help Me Grow, designed to help health professionals and educators teach parents and parents-to-be about the importance of good health to their children's ability to learn. The materials highlight the critical importance of prenatal care; nutrition; immunizations, and check-ups for vision, hearing, and dental problems to a child's good health and learning potential. Products include videotape vignettes, a poster, message pads and magnets, and a community action guide.

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*National Task Force on Day Care Interior Design.* (1993). **Design of the times: Day care.** Burlingame, CA: Living and Learning Environments. 65 pp.

*Contact:* Living and Learning Environments, 1017 California Drive, Burlingame, CA 94010. Telephone: (415) 340-8489. $35.00 prepaid (includes shipping); make check payable to Living and Learning Environments.

This report presents the results of the National Survey on Day Care Interior Design. It provides a summary of design research on children's environments, and child care professionals' recommendations on interior design for child care facilities. Results of a study conducted at the University of Tennessee regarding the effects of the child care center environment on children's development are presented. A copy of the survey instrument is included along with listings of design organizations and suggested readings.

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*U.S. Consumer Product Safety Commission.* (1991). **Handbook for public playground safety.** Washington, DC: U.S. Consumer Product Safety Commission. 31 pp.

*Contact:* Office of the Secretary, U.S. Consumer Product Safety Commission, Washington, DC 20207. Telephone: (301) 504-0580. Single copies free of charge. Send postcard to: Playground Handbook, CPSC, Washington, DC 20207.

This handbook presents playground equipment safety information in the form of guidelines. It is intended for use by parks and recreation personnel, school officials, child care providers, equipment purchasers and installers, and any other members of the general public concerned with public playground safety including parents and school groups. It contains information on injuries, provides playground-related

definitions, covers layout and design, installation and maintenance, materials of manufacture and construction, general hazards, access and platforms, specific information on major types of equipment, surfacing, and use zones for equipment.

## TRAINING MATERIALS

### *General*

*American Academy of Pediatrics, Pennsylvania Chapter.* (1993). **Preparing for illness: A joint responsibility for parents and caregivers.** Bryn Mawr, PA: Pennsylvania Chapter, American Academy of Pediatrics. 42 pp.

*Contact:* National Association for the Education of Young Children, 1509 16th Street, N.W., Washington, DC 20036-1476. Telephone: (800) 424-2460. $2.00 (include shipping/handling). Discount for bulk orders.

This booklet, intended for parents and child care providers, provides basic information on how to prevent and recognize childhood illnesses; when to exclude a child from child care services; and what conditions require immediate medical attention. Thirty pages of tables summarize symptoms associated with specific conditions and recommended actions.

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*American Public Health Association.* (1993). **Consultants in Child Care Health: Train the trainers institute.** Washington DC: American Public Health Association.

*Contact:* Librarian, National Center for Education in Maternal and Child Health, 2000 15th Street, North, Suite 701, Arlington, VA 22201. Telephone: (703) 524-7802; fax (703) 524-9335. Available on loan.

Consultants in Child Care Health (CINCcH) is a train-the-trainers institute for individuals interested in becoming consultants on health and safety in child day care to child care facilities, local/state licensing and health agencies, consumers, legislators, and policymakers. Developed by the American Public Health Association Child Care Standards Project, this training program includes a comprehensive training manual and six one-hour videotapes. Once trained, child care health consultants can use this training program to train others to be child care health consultants in their locality and/or state. Continuing education units are provided to nurse practitioners and nurses who attend the training program. These videotapes are accompanied by a manual entitled *A Guide to Caring: Health Consultant's Guidebook to Caring for our Children* by Iris-Marie Graville. [MCHB-funded project]

*American Red Cross.* (1990). **American Red Cross child care course.** Washington, DC: American Red Cross. 2 v.

*Contact:* Contact your local chapter of the American Red Cross, or American Red Cross, 1709 New York Avenue, Suite 208, Washington, DC 20006. Telephone: (202) 728-6523. Cost is determined by local American Red Cross Chapter.

The American Red Cross Child Care Course contains seven units: (1) preventing childhood injuries; (2) infant and child first aid; (3) preventing infectious diseases; (4) caring for ill children; (5) learning about child development; (6) communicating with children and parents; and (7) recognizing and reporting child abuse. The first four units are in one volume, entitled Health and Safety Units, and the last three are in a second volume entitled Child Development Units. The target audience includes child caregivers, center directors, babysitters, parents, grandparents, and other family members. Videotapes are included. Contact your local Red Cross chapter for more information on the American Red Cross Child Care Course.

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*California Child Care Health Project and San Diego County Consortium.* (1991). **Tools for effective training.** San Diego, CA: California Child Care Health Project, San Diego State University. 65 pp.

*Contact:* California Child Care Health Project, Graduate School of Public Health, San Diego State University, 6505 Alvarado Road, Suite 205, San Diego, CA 92120. Telephone: (619) 594-3728. $5.50 (includes shipping/handling).

This package of training tools is targeted for instructors who offer health and safety education for child care providers. The trainer is challenged to carefully plan and present the workshop with the goal of maximum practical application for each participant. Teaching tips are based on the philosophy that the teacher should consider the unique experiences and ideas each provider brings to the workshop. The featured topics are preparing for sessions, effective presentation of material, and closing a session. Practical teaching tips are included in a section of attachments, followed by excerpts from the California Child Care Health Project Orientation Manual. [MCHB-funded project]

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*Canadian Pediatric Society.* (1992). **Well beings: A guide to promote the physical health, safety and emotional well-being of children in child care centres and family day care homes.** Ottawa, Ontario: Canadian Pediatric Society. 2 v.

*Contact:* Canadian Pediatric Society, Children's Hospital of Eastern Ontario, 401 Smyth Road, Ottawa, Ontario, Canada K1H 8L1. Telephone: (613) 738-3685. U.S. $54.95; Canada $48.10; Other $64.95 (all include shipping/handling/taxes).

This resource and reference manual describes how to implement and evaluate health services in out-of-home child care settings. The first volume addresses childhood

illnesses, nutrition, oral health, and preventing infection and injury, as well as the children's social and emotional needs. The second volume probes health care issues affecting the caregiver. The appendices contain reproducible fact sheets discussing common childhood illnesses and developmental needs of young children. Checklists and evaluation forms to identify possible health and safety needs can also be photocopied for staff use.

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*Kendrick, A. S., Kaufmann, R., and Messenger, K. P. (Eds.). (1991).* **Healthy young children: A manual for programs.** Washington, DC: National Association for the Education of Young Children. 333 pp.

*Contact:* National Association for the Education of Young Children, 1509 16th Street, N.W., Washington, DC 20036-1426. Telephone: (800) 424-2460 or (202) 232-8777; fax (202) 328-1846. $15.00; no shipping/handling for regular mail orders under $20.00.

This manual is a reference and resource guide for program directors and teachers on practices for promoting the health and well-being of young children in early childhood programs. The specific areas addressed are promoting health and healthful environments, safety and first aid, preventive health care, nutrition, special health issues, and managing illness. Pertinent information, procedures, and recommendations on each of these topics are provided. Sample forms, letters for parents, and lists of resources for professionals and picture books for children are included.

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*Miller, L.* (1990). **Providing a healthy environment for children in early childhood programs.** Coolidge, AZ: Central Arizona College. ca. 100 pp. (CDA training program)

*Contact:* Central Arizona College, Bookstore, 8470 N. Overfield Rd., Coolidge, AZ 85228. Telephone: (602) 426-4444 or (602)426-4477. $6.00.

This study guide was developed as part of a Health and Safety Training in Child Care project grant from the Arizona Department of Health Services. Much of the material was taken or adapted from a manual developed by the Georgetown University Child Development Center. This guide has a section of objectives, activities, and assessment for the student who is working in a child care environment under the direction of an advisor; a study guide that provides information the student should know about health promotion and disease prevention in a child care setting; and additional resources. Another study guide, *Ensuring a Safe Environment for Children in an Early Childhood Program,* focuses on safety and injury prevention aspects of child care.

*National Association for the Education of Young Children.* (1990). **Building quality child care: Health and safety.** Washington, DC: National Association for the Education of Young Children. 1 videotape (VHS, 1/2 inch, 28 minutes)

*Contact:* Customer Service, National Association for the Education of Young Children, 1509 16th Street, N.W., Washington, DC 20036-1426. Telephone: (202) 328-2604 or (202) 232-8777; fax (202) 328-1846. $39.00.

This videotape demonstrates standard health and safety practices in a child care setting. Safe procedures are shown for handwashing, diapering, toileting, controlling infection, serving food, reporting child abuse, and integrating these practices into the curriculum. The videotape devotes attention to the developmental and emotional needs of the child. Based on standards set by the Centers for Disease Control and Prevention and the American Academy of Pediatrics, the program is geared to Child Development Associate competencies and National Association for the Education of Young Children's accreditation criteria.

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*National Sudden Infant Death Syndrome Resource Center. (1993).* **When sudden infant death syndrome (SIDS) occurs in childcare settings.** McLean, VA: National Sudden Infant Death Syndrome Resource Center. 16 pp.

*Contact:* Olivia J. Cowdrill, National Sudden Infant Death Syndrome Resource Center, 8201 Greensboro Drive, Suite 600, McLean, VA 22102-3810. Telephone: (703) 821-8955; fax (703) 821-2098. Available at no charge.

This booklet advises child care providers on how to deal with a case of sudden infant death syndrome (SIDS) occurring at their facility. It contains information about SIDS; recommended emergency responses; discussion of emotional responses and needs of survivors, including parents of the victim, child care providers, and other children; and a list of resources. [MCHB-funded project]

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*New Mexico Department of Children, Youth and Families, Preventive Services Division, Family Nutrition Bureau.* (1992). **Health promotion curriculum for child care providers.** Santa Fe, NM: Family Nutrition Bureau, New Mexico Department of Children, Youth and Families. ca. 136 pp.

*Contact:* Carla Armijo, Family Nutrition Bureau, New Mexico Department of Children, Youth and Families, P.O. Drawer 5160, Room 111, Santa Fe, NM 87502-5160. Telephone: (505) 827-9961; fax (505) 827-2649. $6.00.

This guide assists teachers and parents to help children enjoy learning about health through various exercises, games, puzzles, role plays, puppet shows, and songs. The guide has six sections: (1) general health improvement; (2) child development;

(3) nutrition and eating; (4) dental health; (5) physical fitness; and (6) mental health. Teaching strategies to motivate children and involve parents appear in each section. [MCHB-funded project]

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*New Mexico Department of Health, Child Care Health Promotion Project.* (ca.1992). **Child Care Health Promotion Project training manual for child care providers.** Santa Fe, NM: Child Care Health Promotion Project, New Mexico Department of Health. ca. 150

*Contact:* Carla Armijo, Child Care Health Promotion Project, New Mexico Department of Children, Youth, and Families, P.O. Drawer 5160, Room 111, Santa Fe, NM 87502. Telephone: (505) 827-9961; fax (505) 827-2469. Available at no charge.

This Child Care Health Promotion Project manual will assist child care providers in working effectively with parents and children in the areas of: parenting, developing self-esteem in children, assessing the health of young children, developing physical fitness in young children, determining nutrition status of young children, providing dental health, and appraising and screening children. Handouts are provided in Spanish. [MCHB-funded project]

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*Seattle-King County Department of Public Health.* (1990). **Child care health handbook (third edition).** Seattle, WA: Seattle-King County Department of Public Health. 184 pp.

*Contact:* Child Care Health Program, Seattle-King County Department of Public Health, 110 Prefontaine Place South, Suite 500, Seattle, WA 98104. Telephone: (206) 296-4613. $8.00 including postage/handling; 5 or more copies, $7.00 each.

The goal of this handbook is to assist child care providers to maximize the benefits offered by group care while minimizing its risks. The material covers a range of topics that will be useful in protecting and promoting the health of both children and staff. Topics include: child growth and development, nutrition, general health, emotional health and behavior, injury prevention, preventing and managing illness and emergencies, children with special needs, child abuse and neglect. Lists of community resources and reference materials are included.

## TRAINING MATERIALS

### *Family Child Care*

*California Child Care Resource and Referral Network.* (1993). **Family day care handbook (fifth edition).** San Francisco, CA: California Child Care Resource and Referral Network. 405 pp.

*Contact:* California Child Care Resource and Referral Network, 111 New Montgomery Street, 7th Floor, San Francisco, CA 94105. Telephone: (415) 882-0234. $45.00 plus $4.00 UPS shipping; prepayment required (discount for bulk orders).

This handbook is designed to offer comprehensive information and support for family child care providers. The handbook addresses the unique difficulties that providers face in family child care, including isolation and long hours. Topics include: getting started; business aspects; working with parents; health and safety; food and nutrition; and working with children (including growth and development). Helpful tips appear throughout the handbook based on the experiences of family child care providers in California and throughout the country. A resource list of publications and organizations is provided.

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*Massachusetts Department of Public Health.* (1992). **Smoke-free child care.** Boston, MA: Massachusetts Department of Public Health. Kit.

*Contact:* National Maternal and Child Health Clearinghouse, 8201 Greensboro Drive, Suite 600, McLean, VA 22102. Telephone: (703) 821-8955 ext. 254; fax (703) 821-2098. Available at no charge. NMCHC inv. code F086–F095.

This set of materials was developed to promote a smoke-free environment in family child care. It consists of a booklet and study guide for family child care providers, a brochure for parents, and a smoke-free story and coloring book for children. The publications are available in English and Spanish. The titles are: *Coqui Likes His Air Smoke-Free Coloring Book* (F088); *Coqui Likes His Air Smoke-Free: A Story* (F087); *Children Learn Many Things by Watching Adults—They Copy What They See* (F086); *Secondhand Smoke: A Training Program for Family Day Care Providers; Smoke-Free Child Care: A Booklet for Family Day Care Providers (F091); Smoke-Free Child Care: A Study Guide for Family Day Care Providers; Al Coqui Le Gusta El Aire Limpio: Libro De Pintar* (F090); *Al Coqui Le Gusta El Aire Limpio: Un Cuento* (F089); *Smoke-Free Child Care = Proyecto de Cuidado Diurno Para Niños Donde 'No se Fuma'* (F093); *Por Favor ¡No Fume!* (F095); *Proyecto de Cuidado Diurno Para Niños Donde 'No Se Fuma': Guia de Estudio para Proveedores de Cuidado de Niños* (F094). These materials provide measures to reduce secondhand smoke in child care environments. [MCHB-funded project]

*Modigliani, K.* (1991). **Training programs for family child care providers: An analysis of ten curricula (second edition).** Boston, MA: Family Day Care Project, Wheelock College. 46 pp.

*Contact:* Kathy Modigliani, Family Child Care Project, Wheelock College, 200 The Riverway, Boston, MA 02215. Telephone: (617) 734-5200, ext. 291. $5.00 including shipping/handling; prepayment required.

This publication analyzes ten training programs for family child care providers. The selected programs reflect sound early childhood and small business practice. The book first addresses designing a training curriculum and criteria for program selection; successful training strategies; and public policy issues. An overview of each of the 10 programs is then presented, describing the features and theme of each approach and summarizing the specific content of the materials. The last section presents a grid that summarizes how each of the programs address various content areas: health; safety; nutrition; play environment; emotional, social, cognitive, physical, and creative development; working with parents; policies and procedures; and advocacy. These categories are a combination of those used by National Association for Family Day Care Accreditation and the Child Development Associate competencies.

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*Ohio Department of Health and Ohio Department of Human Services.* (1993). **Health and safety in family day care: An introductory course for family day care providers.** Columbus, OH: Ohio Department of Health and Ohio Department of Human Services. [3 notebooks with trainer guides, 1 audiocassette, 2 videotapes, 3 sets of slides, assorted handouts and evaluation forms.]

*Contact:* National Maternal and Child Health Clearinghouse, 8201 Greensboro Drive, Suite 600, McLean, VA 22102. Telephone: (703) 821-8955; fax (703) 821-2098. Single copies available at no charge. NMCHC inv. code G048. Limited free distribution; available at cost thereafter. Call for information.

This training package is designed to increase awareness of family child care providers regarding their role in creating a safe and healthy environment for children in their care. Six modules are contained within three volumes: Volume I—communicable disease, home safety, and first aid; Volume II—food safety and nutrition; and Volume III—managing children's behavior. Each module presents information on the particular topic, as well as goals, learning objectives, learning strategies, evaluation criteria, and teaching aids and resources. Complete instructions to guide the trainer in preparing for the sessions are also included. [MCHB-funded project]

## TRAINING MATERIALS

### *Infection Control*

*California Child Care Health Project and San Diego County Consortium.* (1991). **Control of communicable and infectious disease: A manual for child care providers.** San Diego, CA: California Child Care Health Project, San Diego State University. 170 pp.

*Contact:* California Child Care Health Project, Graduate School of Public Health, San Diego State University, 6505 Alvarado Road, Suite 205, San Diego, CA 92120. Telephone: (619) 594-3728. $11.00 (includes shipping and handling).

This manual provides information and guidance for child care providers on how to control communicable and infectious disease in the early childhood setting. Trainers will use this manual to educate providers on this topic. The manual can be easily taught through step-by-step instructions provided. The manual is divided into four parts: health policies; procedures for prevention; infectious diseases that cause illness in child care settings; and references (a comprehensive review of both infectious and non-infectious diseases). Pages to be used as objectives are listed at the beginning of each section. The trainer is encouraged to promote dialogue during the sessions. [MCHB-funded project]

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*McCracken, J. B. (1993).* **Keeping healthy: Parents, teachers, and children.** Washington, DC: National Association for the Education of Young Children. 2 pp.

*Contact:* Customer Service, National Association for the Education of Young Children, 1509 16th Street, N.W., Washington, DC 20036-1426. Telephone: (202) 328-2604 or (202) 232-8777; fax (202) 328-1846. $0.50 plus shipping and handling; poster available for $4.00.

This pamphlet presents five steps that parents and those who care for children in groups can follow to prevent communicable disease. The first step, preventing the spread of germs, is one that should be practiced by anyone having contact with younger children: e.g., parents, teachers, family members. The other four steps are: requiring certain immunizations; reporting illness; excluding some children, staff, or parents; and being prepared. These four steps are essential policies for the care of children in groups, and must be followed faithfully in order to be effective. The pamphlet presents detailed instructions and illustrations on how to carry out each step. The same information is available in poster format for easy reference.

*Missouri Department of Health.* (1991). **Diapering and daycare.** Jefferson City, MO: Missouri Department of Health. 2 pp.

*Contact:* Glenda Hamilton, Missouri Department of Health, 118 Jaycee Drive Rear, Jefferson City, MO 65101. Telephone: (314) 751-6215; fax (314) 751-6010. Available at no charge in Missouri.

This brochure addresses the correct procedures for caregivers and parents to follow when handling diapers in child care settings. The importance of proper handwashing to prevent spread of illness and disease is emphasized. It is written at a fifth-grade reading level.

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*University of North Carolina at Chapel Hill, Reduction in Transmission of Infectious Disease in Child Day Care Project.* (1989). **Reduction of infectious disease in child care: Outline for caregiver training.** Chapel Hill, NC: Reduction in Transmission of Infectious Disease in Child Day Care Project, University of North Carolina. 22 pp.

*Contact:* Librarian, National Center for Education in Maternal and Child Health, 2000 15th Street North, Suite 701, Arlington, VA 22201-2617. Telephone: (703) 524-7802; fax (703) 524-9335. Single copies available at no charge.

Developed by the University of North Carolina at Chapel Hill for the Reduction in Transmission of Infectious Disease in Child Day Care Project, this manual will be useful to instructors in training caregivers of young children. Topics include: basic introduction to communicable diseases and their spread in child care; proper handling of respiratory secretions; proper handwashing techniques; sanitary diapering and toileting procedures; maintenance of a clean and sanitary environment; and proper food handling and storage. [MCHB-funded project]

## TRAINING MATERIALS

### *Nutrition and Oral Health*

*Colgate-Palmolive Company. (1991).* **Bright smiles, bright futures oral health education kit: Head Start.** New York, NY: Colgate-Palmolive Company. 1 teacher's guide, 1 audiotape, 1 videotape (22 minutes, VHS $^1/_2$ inch), 2 wall posters, 24 parent pamphlets, 22 light switch stickers, toothpaste samples

*Contact:* Bright Smiles, Bright Futures, Colgate-Palmolive Company, 1133 Broadway, Suite 1123, New York, NY 10010. Telephone: (800) 334-7734. $30.00/kit plus $3.00 shipping/handling.

This kit contains a teacher's guide and multicultural materials for promoting dental health in Head Start programs. The curriculum covers the following topic areas:

(1) the importance of baby teeth; (2) plaque, decay, and baby bottle tooth decay; (3) toothbrushing—when, why, how to brush; (4) tooth protectors—fluoride and sealants; (5) nutrition; (6) visiting the dentist; (7) safety and teeth; and (8) family involvement. Activities are included for children and for parents. The kit materials are in English and Spanish. The kit includes a videotape, audiotape, booklets, pamphlets for parents, light switch stickers, two wall posters, sample tubes of toothpaste and 24 toothbrushes.

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*Edelstein, S.* (1992). **Nutrition and meal planning in child-care programs: A practical guide.** Chicago, IL: American Dietetic Association. 94 pp.

*Contact:* American Dietetic Association, P.O. Box 4729, Department 0195, Chicago, IL 60680-4729. Telephone: (800) 745-0775, ext. 5000. $19.00 (includes shipping/handling); (catalog number 0195).

This manual will assist child care providers to plan nutritious meals for children at child care centers or family day care homes. The manual is based on the daily food and serving recommendations of the U.S. Department of Agriculture. Nutritional requirements of infants and children, sample menus for child care centers, and a list of resource agencies are also included.

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*National Association of Pediatric Nurse Associates and Practitioners.* (1993). **Starting solids: A guide for parents and child care providers.** Cherry Hill, NJ: National Association of Pediatric Nurse Associates and Practitioners. 2 pp.

*Contact:* National Association of Pediatric Nurse Associates and Practitioners, 1101 Kings Highway North, Suite 206, Cherry Hill, NJ 08034. Telephone: (609) 667-1773.

This pamphlet provides guidelines for parents and child care providers on introducing infants to solid food, as well as tips for keeping mealtimes safe. The schedule of introducing appropriate foods to infants in each age range is detailed along with normal infant development. The pamphlet also contains a first aid chart illustrating the procedures to follow when an infant is choking.

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*O'Meara, C.* (1990). **Fluoride information manual: Strength and growth with Head Start.** Kansas City, MO: Region VII, Public Health Service, U.S. Department of Health and Human Services. 33 pp.

*Contact:* Lawrence Walker, Regional Head Start Dental Director, Region VII, U.S. Public Health Service, 601 East 12th Street, Room 501, Kansas City, MO 64106. Telephone: (816) 426-2916. Available at no charge.

Designed for use by Head Start Health Coordinators, the manual explains how to implement a fluoride supplementation program within the Head Start classroom.

The manual contains a questionnaire that assesses the need for fluoride supplements. Sample forms for obtaining a child's fluoride history and parental consent for well water testing and fluoride supplementation are included. The manual offers suggestions for parents on giving fluoride tablets at home, and for the health coordinator on increasing fluoride supplementation in the home. Sources for purchasing fluoride tablets in Region VII are also included. This manual may be useful in all early childhood settings.

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*Shapiro, S. (Ed.).* (1990). **Nutrition resources for early childhood: A resource guide.** Washington, DC: National Center for Education in Maternal and Child Health. 28 pp.

*Contact:* National Maternal and Child Health Clearinghouse, 8201 Greensboro Drive, Suite 600, McLean, VA 22102. Telephone: (703) 821-8955, ext 254; fax (703) 821-2098. Single copies available at no charge. NMCHC inv. code D069.

This annotated resource guide on nutrition materials for early childhood is a selected listing of current nutrition education and programmatic publications and resources available for professionals, parents, and children. The three sections are: (1) nutrition education materials including nutrition resources for children with special health needs; (2) nutrition program applications and resources containing curricula, guidelines, manuals and reports; and (3) selected sources of additional information. [MCHB-funded project]

## TRAINING MATERIALS

### *Injury Prevention*

*California Child Care Health Project and San Diego County Consortium.* (1991). **Injury prevention and response: A manual for child care providers.** San Diego, CA: California Child Care Health Project, San Diego State University. 99 pp.

*Contact:* California Child Care Health Project, Graduate School of Public Health, San Diego State University, 6505 Alvarado Road, Suite 205, San Diego, CA 92120. Telephone: (619) 594-3728. $11.00 (includes shipping/handling).

This manual provides the instructors of child care providers with materials to teach a three-hour course on injury prevention and response. This course will offer the child care provider student the essentials of injury prevention management and child safety for both center and home child care environments. Topics covered are injury prevention for several injury types; emergency action principles; resources for using child identification records, injury record-keeping, assembling the first aid kit, and injury preparedness. Each lesson includes a problem description, primary

objectives, and suggested monologues including prompts for the appropriate transparencies and handouts, which are provided. Suggested questions for the instructor are provided to stimulate discussion. [MCHB-funded project]

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*Harborview Injury Prevention and Research Center.* (1991). **Getting the job done: A catalogue of education materials.** Seattle, WA: Health of the Public Program, University of Washington. 61 pp.

*Contact:* Harborview Injury Prevention and Research Center, University of Washington, 325 Ninth Avenue, ZX-10, Seattle, WA 98104. Telephone: (206) 521-1529. $17.00; prepayment required.

This catalog of education materials can be used in injury prevention programs. The entries are organized by specific target injuries, and particular emphasis is placed on children—the highest risk group. All materials have been reviewed and, in some cases, evaluated for effectiveness by the staff of the Harborview Injury Prevention and Research Center. Materials are judged to be: technically correct; concise and informative; visually appealing; targeted to a specific audience; appropriate in reading level; and cost effective. Appendices list addresses and contact persons for pertinent national safety agencies (e.g., Governors' Highway Safety Representatives).

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*Miller, L. (1990).* **Ensuring a safe environment for children in an early childhood program.** Coolidge, AZ: Central Arizona College. ca. 100 pp. (CDA training program)

*Contact:* Central Arizona College, Bookstore, 8470 N. Overfield Rd., Coolidge, AZ 85228. Telephone: (602) 426-4444 or (602) 426-4477. $6.00.

This study guide was developed as part of a Health and Safety Training in Child Care project grant from the Arizona Department of Health Services. Much of the material was taken or adapted from a manual developed by the Georgetown University Child Development Center. This guide includes a section of objectives, activities, and assessment for the student who is working in a child care environment under the direction of an advisor; a study guide that provides information on various aspects of child safety, injury prevention, and child abuse detection that the student should know; and supplemental checklists and resources. Another study guide, *Providing a Healthy Environment for Children in an Early Childhood Program,* focuses on health aspects of child care.

*National Association for the Education of Young Children.* (1990). **Playgrounds: Safe and sound.** Washington, DC: National Association for the Education of Young Children. 6 pp.

*Contact:* Customer Service, National Association for the Education of Young Children, 1509 16th Street, N.W., Washington, DC 20036-1426. Telephone: (202) 328-2604 or (202) 232-8777; fax (202) 328-1846. $0.50; no shipping/handling for orders under $20.00.

This pamphlet is written to assist child care providers and teachers in implementing the three keys to safe playgrounds: supervision; design and installation; and maintenance. Practical interventions are detailed for each of these topics. These guidelines could be used to spot potential hazards and prevent playground injuries. Recommended staff-child ratios within group size are also included. Teachers are encouraged to create outdoor activity to promote children's physical development, encourage socialization, and provide interaction with nature.

## CHILDREN WITH SPECIAL HEALTH NEEDS

*Canadian Child Day Care Federation.* (1992). **Integration: Child care and children with a disability.** Ottawa, Canada: Canadian Child Day Care Federation. 30 pp. (Interaction 5(4):1-30; Winter 1992 .)

*Contact:* Canadian Child Day Care Federation, 401–120 Holland Avenue, Ottawa, ON K1Y 0X6. Telephone: (613) 729-5289; fax (613) 729-3159. Copies available at no charge.

This issue of Interaction focuses on child care and children with disabilities, and the role of the family child care agency. The journal also includes regular editorial and news departments, book reviews, a child care center profile, a calendar, and a list of resources. The journal is printed in both English and French. The Canadian Child Day Care Federation also provides information on training, licensing, and other services.

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*Child Care Law Center.* (1993). **Caring for children with special needs: The Americans with Disabilities Act and child care.** San Francisco, CA: Child Care Law Center. 39 pp.

*Contact:* Child Care Law Center, 22 Second Street, 5th Floor, San Francisco, CA 94105. Telephone: (415) 495-5498. $10.00 plus $2.50 shipping /handling; prepayment required.

This manual is written to inform child care professionals about how the provisions of the Americans with Disabilities Act (ADA) will impact their practice. Topics discussed in detail are: admitting children with special needs into your program; accommodating a child with special needs; and other considerations, including recordkeeping and resources. The information provided is applicable to both center-based and home-based child care programs.

*Child Care Law Center.* (1993). **Implications of the Americans with Disabilities Act on child care facilities.** San Francisco, CA: Child Care Law Center. 4 pp.

*Contact:* Child Care Law Center, 22 Second Street, Fifth Floor, San Francisco, CA 94105. Telephone: (415) 495-5498; fax (415) 495-6734. No charge; donations accepted.

This handout describes how child care facilities are affected by the Americans with Disabilities Act (ADA). It examines such issues as eligibility for services, auxiliary aids and services, removal of barriers in existing facilities, new construction, alterations, liability insurance, fees for services, landlord-tenant relationships, and transportation.

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*Children's Foundation.* (1992). **Implications of the Americans with Disabilities Act of 1990 for family day care providers.** Washington, DC: Children's Foundation. 3 pp.

*Contact:* Publications Department, Children's Foundation, 725 Fifteenth Street, N.W., Washington, DC 20005. Telephone: (202) 347-3300. $2.00 plus 15 percent shipping and handling; prepayment required.

This pamphlet gives family day care providers specific information about how the ADA will affect providers and the children they serve. Information is included on liability insurance, fees for service, taxes, and other provisions.

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*Fox, H. B., and Wicks, L. B.* (1992). **Federal funding sources for programs providing out-of-home care to HIV-infected and drug-exposed infants.** Washington, DC: Fox Health Policy Consultants. 77 pp.

*Contact:* Fox Health Policy Consultants, 1140 Connecticut Avenue, N.W., Suite 1205, Washington, DC 20036. Telephone: (202) 223-1500. $25.00 (includes shipping/handling).

This report reviews federal funding sources that provide continuing support for the various types of medical, developmental, and social services required in out-of-home care programs for babies who remain hospitalized for boarding rather than medical purposes. Information on the funding opportunities under 10 federal programs, including several entitlement programs, block grant programs, and a few specialized programs, is included. The first chapter provides demographic and descriptive data on babies exposed to drugs and infected with HIV. The second chapter describes the types of items and services that need to be available under any out-of-home care arrangement for these babies. The third chapter presents information about the federal funding sources that can be used to finance each of the elements integral to an out-of-home care arrangement. [MCHB-funded project]

*National Pediatric HIV Resource Center.* (1992). **Getting a head start on HIV: A resource manual for enhancing services to HIV-affected children in Head Start.** Newark, NJ: National Pediatric HIV Resource Center, in cooperation with Region II Head Start Resource Center. 56 pp.

*Contact:* National Maternal and Child Health Clearinghouse, 8201 Greensboro Drive, Suite 600, McLean, VA 22102. Telephone: (703) 821-8955, ext. 254; fax (703) 821-2098. Available at no charge. NMCHC inv. code F097.

This resource manual enables Head Start administrators, component coordinators, staff, and other child care professionals to care for children of HIV-affected families. General topics covered are the HIV-infected child, working with families, health care concerns, legal issues, staff and agency management, and community relations. [MCHB-funded project]

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*Pressma, D., and Emery, L. J. (1991).* **Serving children with HIV infection in child day care: A guide for center-based and family day care providers.** Washington, DC: Child Welfare League of America. 40 pp.

*Contact:* Child Welfare League of America, c/o CSSC, P.O. Box 7816, 300 Raritan Center Parkway, Edison, NJ 08818-7816. Telephone: (908) 225-1900; fax (908) 417-0482. $9.95.

This guide helps orient new child care providers and parents to planning program operation and evaluating program performance. It answers questions about the medical and psychosocial aspects of HIV infection, and discusses 10 areas of child care policies and procedures that providers should implement for both the care of the children and the management of the staff. Specific topics are impact on the program; personnel issues and the rights of the staff; education and training about HIV/AIDS; infection control; intake/enrollment and ongoing assessment; testing children for HIV infection; confidentiality; record keeping; an ongoing continuum of support; and legal issues. Appendices list members of the task force that prepared the document, reviewers, and selected references and resources.

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*Urbano, M. T. (1992).* **Preschool children with special health needs.** San Diego, CA: Singular Publishing Group. 230 pp.

*Contact:* Singular Publishing Group, 4284 41st Street, San Diego, CA 92105-1197. Telephone: (619) 521-8000. $34.95.

This book is a practical guide written for professionals working in preschool settings, and addresses the continuum from basic primary health care important for all children to the management of complex medical conditions. The major focus is on the process of early identification and practical management of special health care needs of preschoolers.

*U.S. Department of Health and Human Services, Public Health Service, Health Resources and Services Administration, Maternal and Child Health Bureau. (1990).* **Head Start component integration: Brian, a case study.** Berkeley, CA: Insight Productions. 1 pp.

*Contact:* Librarian, National Center for Education in Maternal and Child Health, 2000 15th Street, North, Suite 701, Arlington VA 22201. Telephone: (703) 524-7802. Available on loan.

This videotape highlights the Head Start Component Integration program, which is a collaborative process whereby professionals work to improve the lives of Head Start children and their families through education, social services, parent involvement, and health. This videotape presents the case study of a child with special health needs who is about to enter a Head Start program. The videotape shows a meeting with the parents and subsequent follow-up. During the parent meeting, the child's mother shares her concerns and current health activities for Brian with professionals who will be working with him. The group of professionals meeting with the mother describes the Individualized Assessment Plan (IAP) and stresses the importance of her input as part of the process. Each professional describes what his or her role will be in working with Brian and his mother. During the follow-up meeting, staff members discuss how to meet Brian's needs and to enable him to reach his full potential. Staff take on responsibilities and make plans to complete the needs assessment. This program was produced for the 1990 Head Start Health Institute by the Maternal and Child Health Bureau through an interagency agreement with the Head Start Bureau.

## STANDARDS/LICENSING

*American Public Health Association and American Academy of Pediatrics.* (1992). **Caring for our children: National health and safety performance standards—Guidelines for out-of-home child care programs.** Washington, DC: American Public Health Association. 410 pp.

*Contact:* American Public Health Association, 1015 15th Street, N.W., Washington, DC 20005. Telephone: (202) 789-5667 or (202) 789-5665. $35.00 members ($50.00 nonmembers) plus $7.00 shipping/handling.

The American Academy of Pediatrics (AAP) and the American Public Health Association (APHA) were awarded funding from the Maternal and Child Health Bureau for the development of *Caring for Our Children: National Health and Safety Performance Standards—Guidelines for Out-of-Home Child Care Programs.* This manual describes standards for planning and establishing a quality program of child care. Ten panels of experts formulated these health and safety standards, which were then reviewed nationally for content and feasibility. They are intended for use by anyone working in the child care system in the United States, including those who direct or work in facilities and those involved in the licensing and regulation of facilities. The topics addressed by the standards are (1) staffing; (2) program activities for healthy

development; (3) health protection and health promotion; (4) nutrition and food service; (5) facilities, supplies, equipment, and transportation; (6) infectious diseases; (7) children with special needs; (8) administration; and (9) recommendations for licensing and community action. Along with each standard is the rationale, comments, and how to obtain more information. Distinctions are made between standards that apply to child care centers, large family child care homes, and small family child care homes. [MCHB-funded project]

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*Aronson, S., and Smith, H. (1993).* **Model child care health policies.** Bryn Mawr, PA: Pennsylvania Chapter, American Academy of Pediatrics. ca. 90 pp.

*Contact:* National Association for the Education of Young Children, 1509 16th Street, N.W., Washington, DC 20036-1426. Telephone: (800) 424-2460 or (201) 232-8777. $5.00. Order No. 716.

These model health policies for out-of-home child care were written as a collaborative effort by the Pennsylvania chapter of the American Academy of Pediatrics, Early Childhood Education Linkage System (ECELS). Policies are provided regarding proper admission procedures, supervision, discipline; care of ill children; health plan; handling medications; emergency and evacuation plans; safety surveillance; transportation; sanitation and hygiene; food handling and feeding; sleeping; smoking; staff policies; physical design. These model policies have been written for child care programs of any type. Sample forms, checklists, and procedures are provided and should be adapted to reflect site-specific information. Also included are a list of conditions requiring immediate medical attention, a table of symptoms of common childhood illnesses, and sample nutritious menus. These model policies were matched and revised with the written health policies in the 1992 publication of the American Public Health Association and American Academy of Pediatrics called *Caring for Our Children: National Health and Safety Performance Standards—Guidelines for Out-of-Home Child Care Programs.*

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*Bredekamp, S. (Ed.). (1991).* **Accreditation criteria and procedures of the National Academy of Early Childhood Programs (revised edition).** Washington, DC: National Association for the Education of Young Children. 88 pp.

*Contact:* National Academy of Early Childhood Programs, National Association for the Education of Young Children, 1834 Connecticut Avenue, N.W., Washington, DC 20009. Telephone: (800) 424-2460 or 202-328-2604. $7.00 (no shipping/handling required for regular mail orders less than $20.00); make check payable to NAEYC.

This manual describes the policies and procedures for accreditation of early childhood group programs for children ages birth through eight years old. It describes criteria for high quality programs in these areas: interactions among staff and children, curriculum, staff-parent interaction, staff qualifications and development, administration, staffing, physical development, health and safety, nutrition and food service, and evaluation. Appendices discuss developmental appropriateness, immunization, and food programs.

*Children's Foundation, Family Day Care Advocacy Project.* (1993). **Family day care licensing study.** Washington, DC: Children's Foundation. annual.

*Contact:* Children's Foundation, 725 Fifteenth Street, N.W., Suite 505, Washington, DC 20005. Telephone: (202) 347-3300. $25.30 (includes shipping/handling); prepayment required.

This annual survey presents information on licensing of family child care, including small and large family child care homes, in the 50 states and the District of Columbia. The 1992 version expands on previous editions, including many changes in the regulations in the states as a result of the guidelines for the Child Care and Development Block Grant. The survey contains information in these categories: number of homes, regulations and requirements, training and orientation, provider qualifications, infant care, sick child care, special needs care, before- and after-school care, discipline, immunization policy, emergency medical consent form, national life safety fire code, zoning, local contacts, and pending legislation.

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*Children's Foundation.* (1993). **1993 child day care center licensing study.** Washington, DC: Children's Foundation. ca. 100 pp. annual.

*Contact:* Children's Foundation, 725 Fifteenth Street, N.W., Suite 505, Washington, DC 20005. Telephone: (202) 347-3300. $25.30 (includes shipping/handling); prepayment required.

This report contains the results of a nationwide survey of the child care regulatory offices of the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. The licensing and regulatory data are organized into 18 categories: definition and number of regulatory programs; regulations and requirements; prescreening, training, and staff qualifications; complaint procedure; unannounced inspection policy; discipline policy; emergency medical consent policy; infant care programs; school age programs; special needs care programs; sick child care programs; subsidized child care programs; transportation policy; national life safety fire code; child abuse and neglect; local contact; and pending legislation. The conclusion to be drawn from the study is that there is no uniform regulation of child care centers among the states and territories.

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*U.S. General Accounting Office.* (1992). **Child care: States face difficulties enforcing standards and promoting quality.** Washington, DC: U.S. General Accounting Office. 33 pp.

*Contact:* U.S. General Accounting Office, P.O. Box 6015, Gaithersburg, MD 20884-6015. Telephone: (202) 512-6000; fax (301) 258-4066. Single copies available at no charge; additional copies $2.00 prepaid (make check to Superintendent of Documents). GAO/HRD-93-13.

This report examines the activities conducted by the states to ensure that providers meet state child care standards. Problems which states have in monitoring and enforcing these standards are identified. The impact of Child Care and Development Block Grant on state efforts to improve the quality of child care in general, and the enforcement of state standards in particular, is explored. Results of the survey as well as recommendations are provided.

## POLICY/FUNDING

*Adams, G. C.* (1990). **Who knows how safe? The status of state efforts to ensure quality child care.** Washington, DC: Children's Defense Fund. 142 pp.

*Contact:* Children's Defense Fund, 25 E Street, N.W., Washington, DC 20001. Telephone: (202) 628-8787; fax (202) 662-3510. $5.95 plus $2.90 shipping/handling.

This report provides a comprehensive examination of current state policies to protect children in child care settings and to improve the quality of care. Chapters cover types of child care programs subject to state regulation, licensing standards and requirements, monitoring and enforcement efforts, strategies to improve the quality of state programs, strategies to help parents ensure the quality of their children's child care programs, and state programs.

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*Griffin, A.* (1993). **Preventing preventable harm to babies: Promoting health and safety in child care.** Arlington, VA: Zero to Three. 36 pp.

*Contact:* Zero to Three/National Center for Clinical Infant Programs, 2000 14th Street North, Suite 380, Arlington, VA 22201. Telephone: (703) 528-4300 or (800) 544-0155; fax (703) 528-6848. $6.00.

This report discusses the risks to health, safety, and emotional well-being and the opportunities for diminishing those risks and promoting the healthy development of infants and toddlers in the child care setting. The report is intended to assist state policymakers, researchers, and practitioners in improving the lives of children and families. The first part assesses preventable health, mental health, and safety risks associated with child care; the second part describes mechanisms to strengthen state approaches to ensure quality in infant child care. [MCHB-funded project]

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*National Center for Children in Poverty.* (1991). **Using federal funds to expand and improve child care: Focus on family day care.** New York, NY: National Center for Children in Poverty. 4 pp.

*Contact:* National Center for Children in Poverty, Columbia University, 154 Haven Avenue, New York, NY 10032. Telephone: (212) 927-8793; fax (212) 927-9162. $3.00; prepayment required; make check to Columbia University.

This issue briefly describes the new opportunities states have due to recent federal legislation that has substantially increased funds available to states for expanding the supply and improving the quality of child care. It suggests what child care funding sources should be coordinated, why family child care should be included in state plans, and what actions will strengthen the child care system.

*Silverman, P. B., and Edwards, C. J. (Eds.).* (1993). **Guide to federal funding for child care and early childhood development.** Arlington, VA: Government Information Services. 303 pp.

*Contact:* Government Information Services, 4301 N. Fairfax Drive, Suite 875, Arlington, VA 22203. Telephone: (703) 528-1000; fax (703) 528-6060. $128.00 plus $8.50 shipping/handling.

This directory provides descriptions of federal programs that offer grants to state and local educational agencies, preschool and early childhood development programs, child care providers, colleges and universities, adult education programs, and other agencies with an early childhood development or child care mission. Categories of grants are: general care and supportive services; child care for work, training, and education; early childhood development for the low income and educationally disadvantaged; early childhood education for children with disabilities; child care and development for other special populations; tax expenditures for child care; and miscellaneous related programs. A list of state education and public welfare agencies is also provided.

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*U.S. General Accounting Office.* (1989). **Child care: Government funding sources, coordination, and service availability.** Washington, DC: U.S. General Accounting Office. 38 pp.

*Contact:* U.S. General Accounting Office, P.O. Box 6015, Gaithersburg, MD 20884-6015. Telephone: (202) 512-6000; fax (301) 258-4066. Single copies available at no charge; additional copies $2.00 prepaid (make check payable to the Superintendent of Documents). GAO/HRD-90-26BR.

This is a briefing report to the Chairman of the Subcommitte on Human Resources, Committee on Education and Labor, House of Representatives, who had requested a review of government funding sources for child care, coordination of the sources at federal and selected state and local levels, and service availability. The review was made from March 1988 to July 1989. The report consists of sections that summarize major federal programs supporting child care; discusses how states differ in regulation for quality care; and details how coordination efforts vary on state and local levels. The four appendices list federal child care programs, present a chart on oversight and administration arrangements for federal child care assistance programs, and provide state regulatory and monitoring information for child care.

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